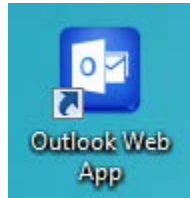


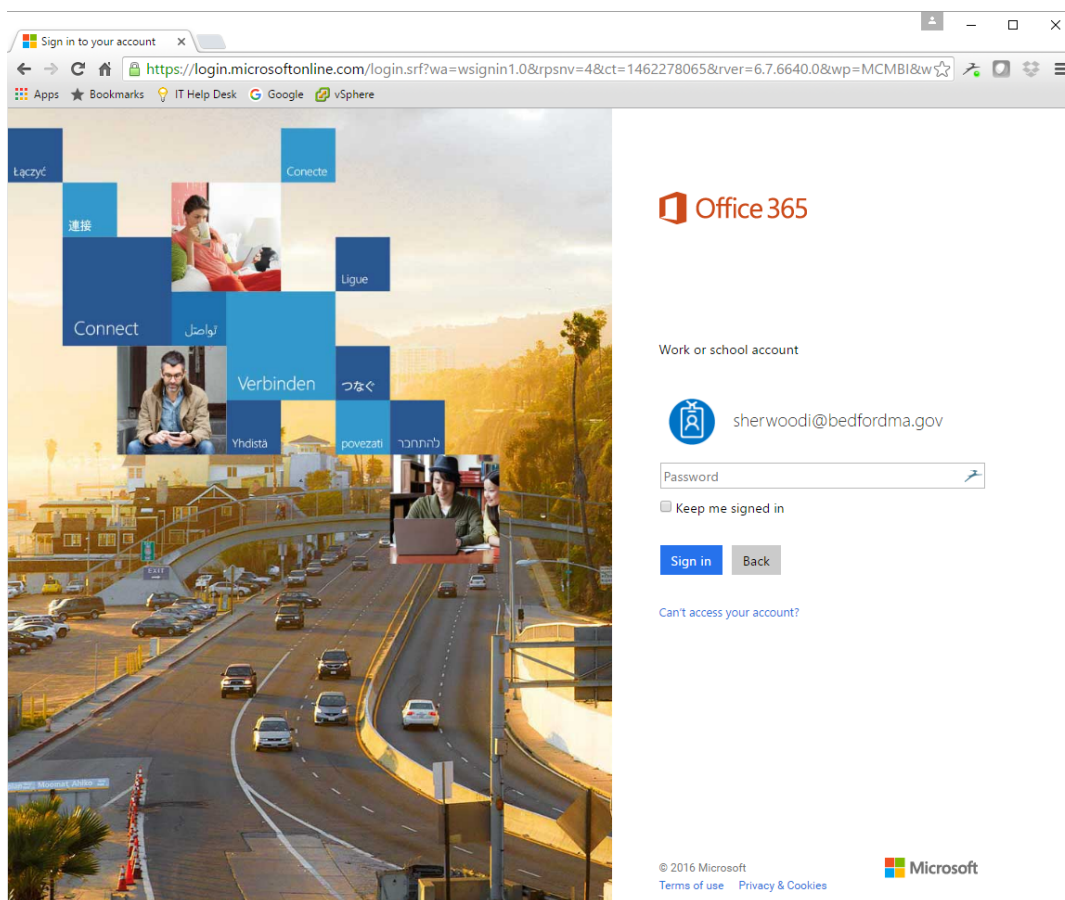
Outlook Web App

Logging into Outlook Web App:

Step 1: Double click on the icon on your desktop “**Outlook Web App**”. This will open up your browser with Outlook Online homepage.



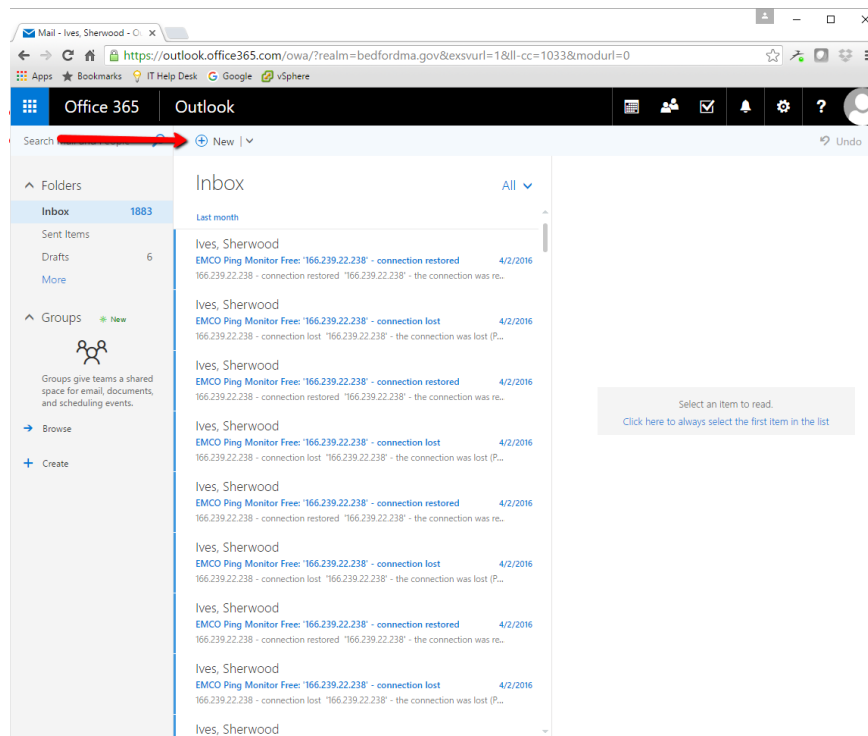
Step 2: When your browser opens to Outlook Online homepage, please login with your user credentials.



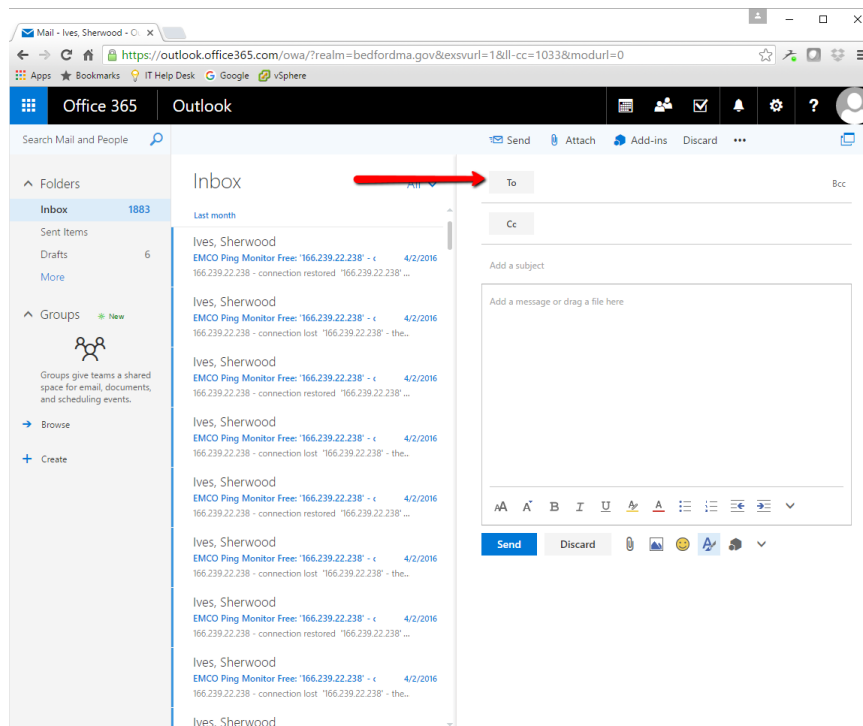
Note: Please make sure you input your full email address. (username@bedfordma.gov)

Composing a New Email Message:

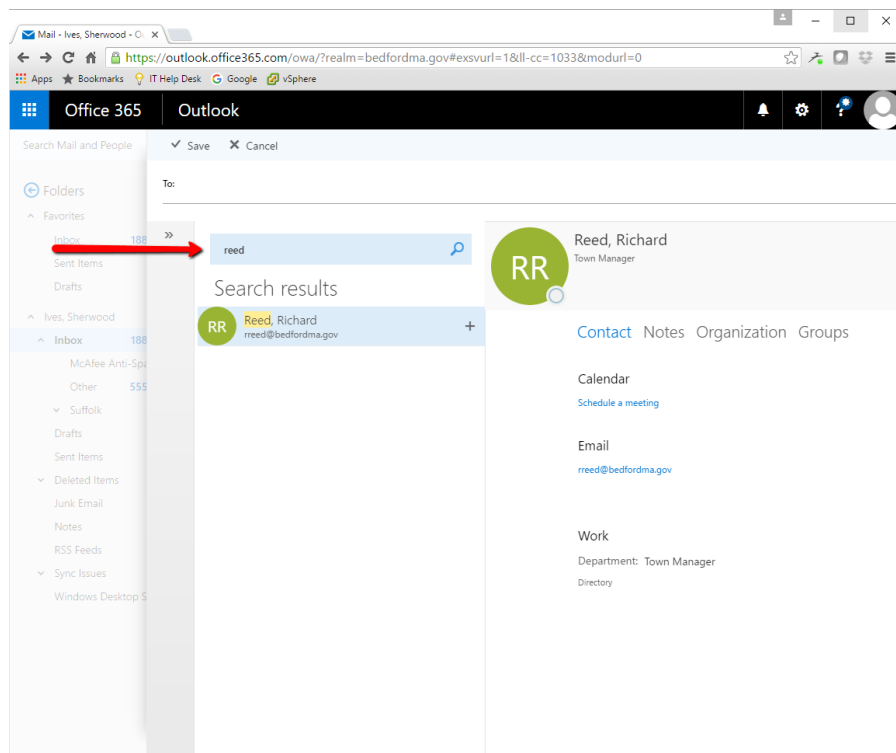
Step 1: Click on “new mail” to compose a new email message.



Step 2: To add a recipient, please click on “To:”.

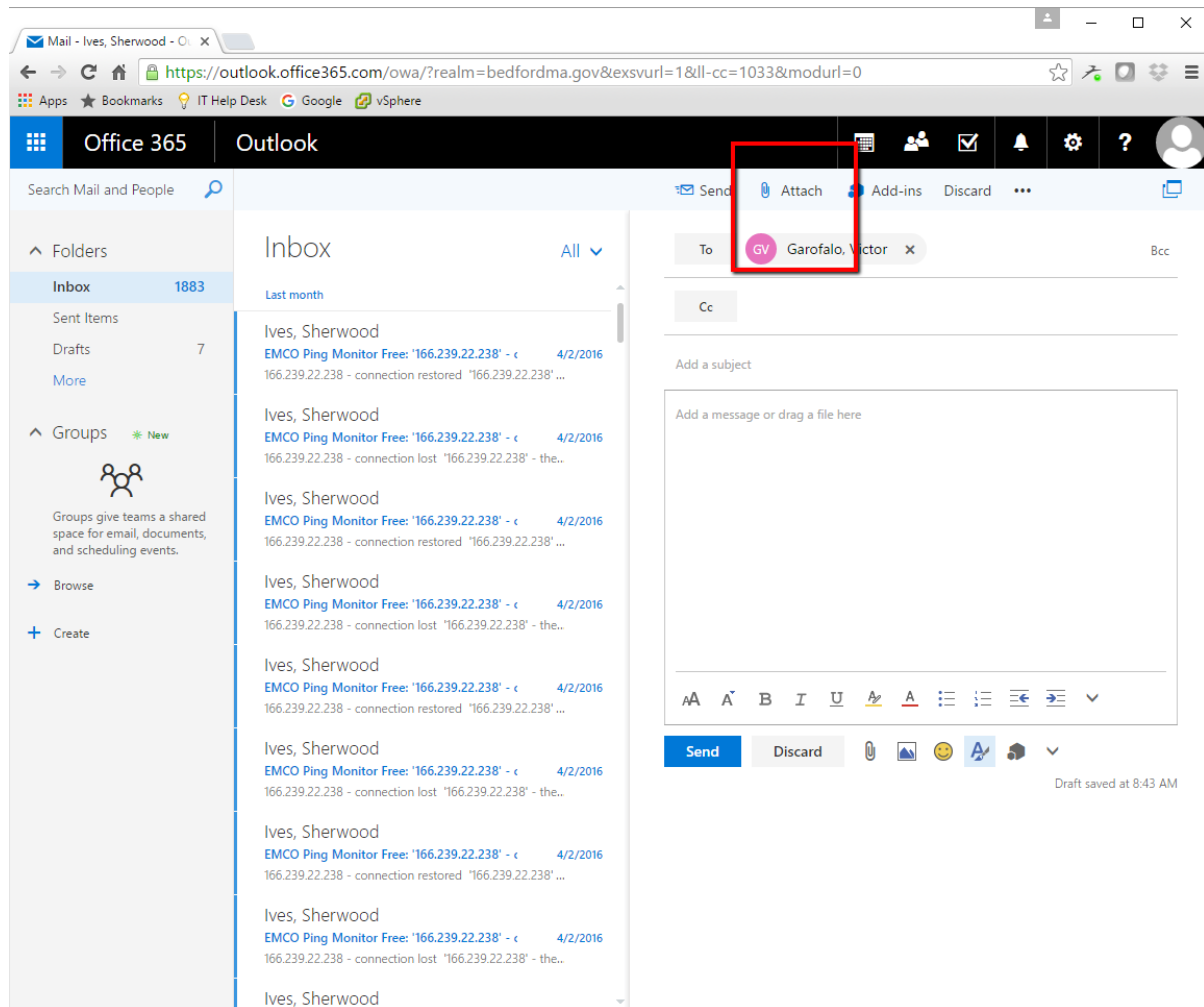


Step 3: In the search bar, enter recipient's name. Then click on “+” next to the recipient's name to add them to the email.



Add An Attachment to An Email:

Step 1: Click on **"INSERT"**, then select **"attachment"**. Once **"attachment"** is selected, a pop-up window will appear, prompting you to select the location of your attachment.



Outlook Calendar for Your Events:

Step 1: In your Outlook Inbox, on the top right you will see three icons (Calendar, People, Tasks). Please select **"Calendar"**. Once you select **"Calendar"** you will be directed to Outlook Calendar.

Mail - Ives, Sherwood - Outlook

https://outlook.office365.com/owa/?realm=bedfordma.gov&exsvurl=1&ll-cc=1033&modurl=0

Outlook

Search Mail and People

New

Folders

- Inbox 1883
- Sent Items
- Drafts 7
- More

Groups

Groups give teams a shared space for email, documents, and scheduling events.

Browse

Create

Inbox

Last month

Ives, Sherwood

EMCO Ping Monitor Free: '166.239.22.238' - connection restored 4/2/2016

166.239.22.238 - connection restored '166.239.22.238' - the connection ...

Ives, Sherwood

EMCO Ping Monitor Free: '166.239.22.238' - connection lost 4/2/2016

166.239.22.238 - connection lost '166.239.22.238' - the connection was L...

Ives, Sherwood

EMCO Ping Monitor Free: '166.239.22.238' - connection restored 4/2/2016

166.239.22.238 - connection restored '166.239.22.238' - the connection ...

Ives, Sherwood

EMCO Ping Monitor Free: '166.239.22.238' - connection lost 4/2/2016

166.239.22.238 - connection lost '166.239.22.238' - the connection was L...

Ives, Sherwood

EMCO Ping Monitor Free: '166.239.22.238' - connection restored 4/2/2016

166.239.22.238 - connection restored '166.239.22.238' - the connection ...

Ives, Sherwood

EMCO Ping Monitor Free: '166.239.22.238' - connection lost 4/2/2016

166.239.22.238 - connection lost '166.239.22.238' - the connection was L...

Ives, Sherwood

EMCO Ping Monitor Free: '166.239.22.238' - connection restored 4/2/2016

166.239.22.238 - connection restored '166.239.22.238' - the connection ...

Ives, Sherwood

EMCO Ping Monitor Free: '166.239.22.238' - connection lost 4/2/2016

166.239.22.238 - connection lost '166.239.22.238' - the connection was L...

Ives, Sherwood

EMCO Ping Monitor Free: '166.239.22.238' - connection restored 4/2/2016

166.239.22.238 - connection restored '166.239.22.238' - the connection ...

Select an item to read.

Click here to always select the first item in the list

Calendar - Ives, Sherwood - Outlook

https://outlook.office365.com/owa/?realm=bedfordma.gov&exsvurl=1&ll-cc=1033&modurl=0&path=

Outlook

Search Calendar

New

Add calendar

Share

Print

May 2016

May 2016

Day Work week Week Month Today

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

May 1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

My calendars

- Calendar
- United States holidays
- Birthdays

Other calendars

Groups

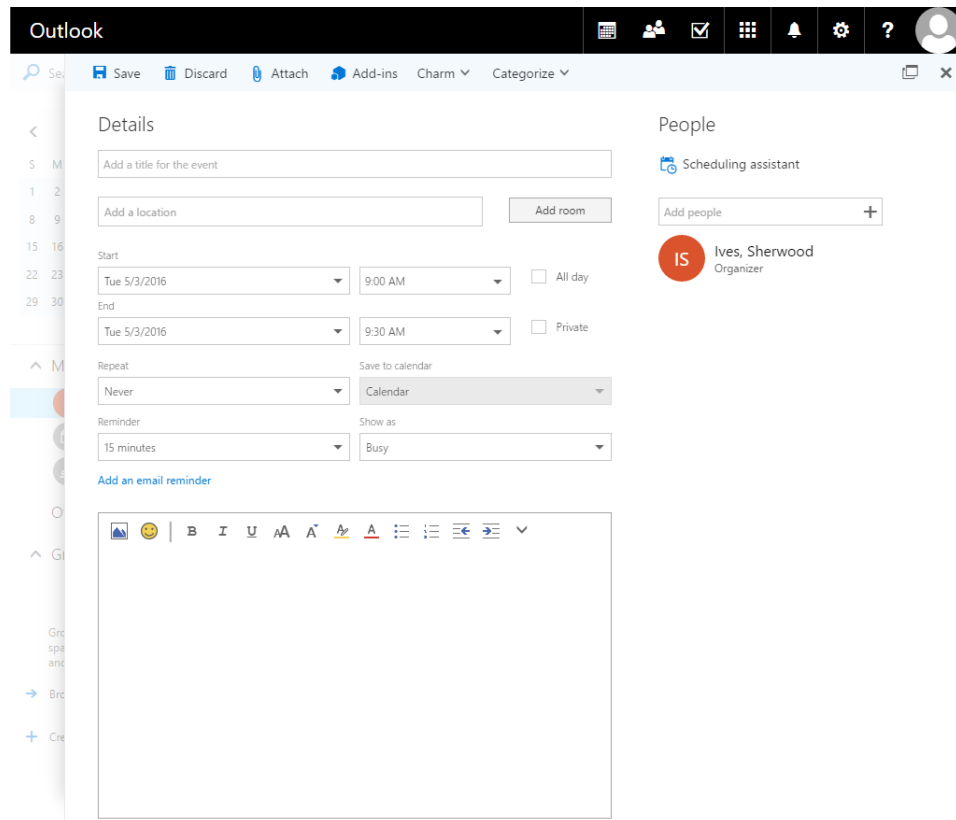
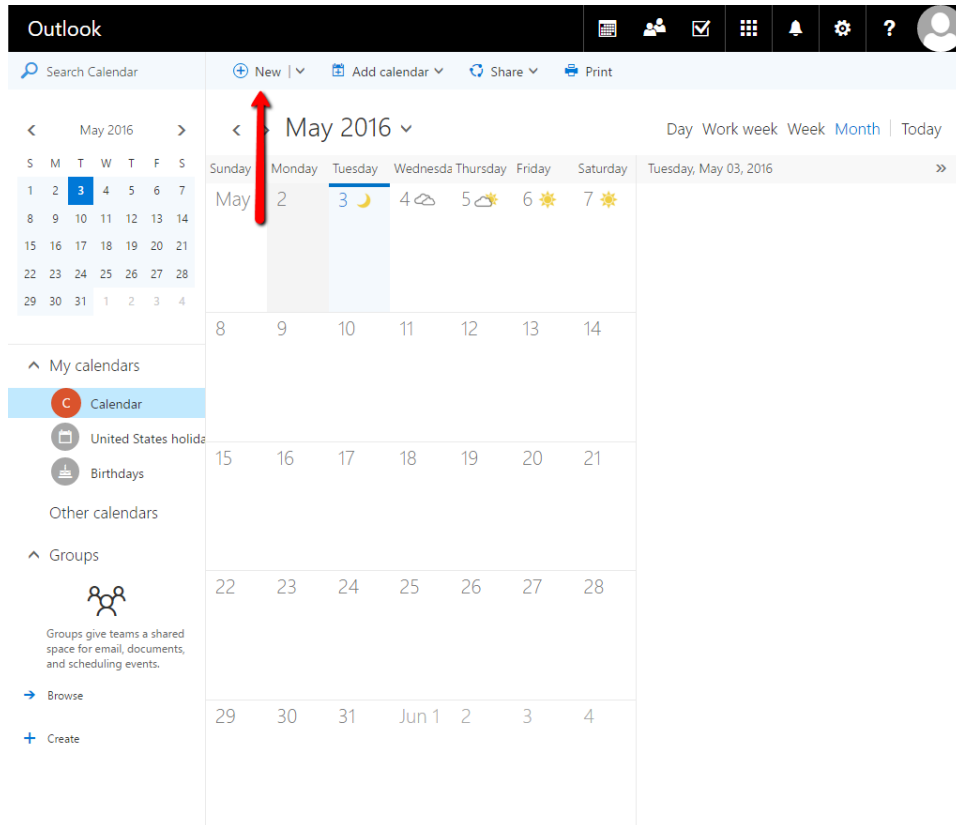
Groups give teams a shared space for email, documents, and scheduling events.

Browse

Create

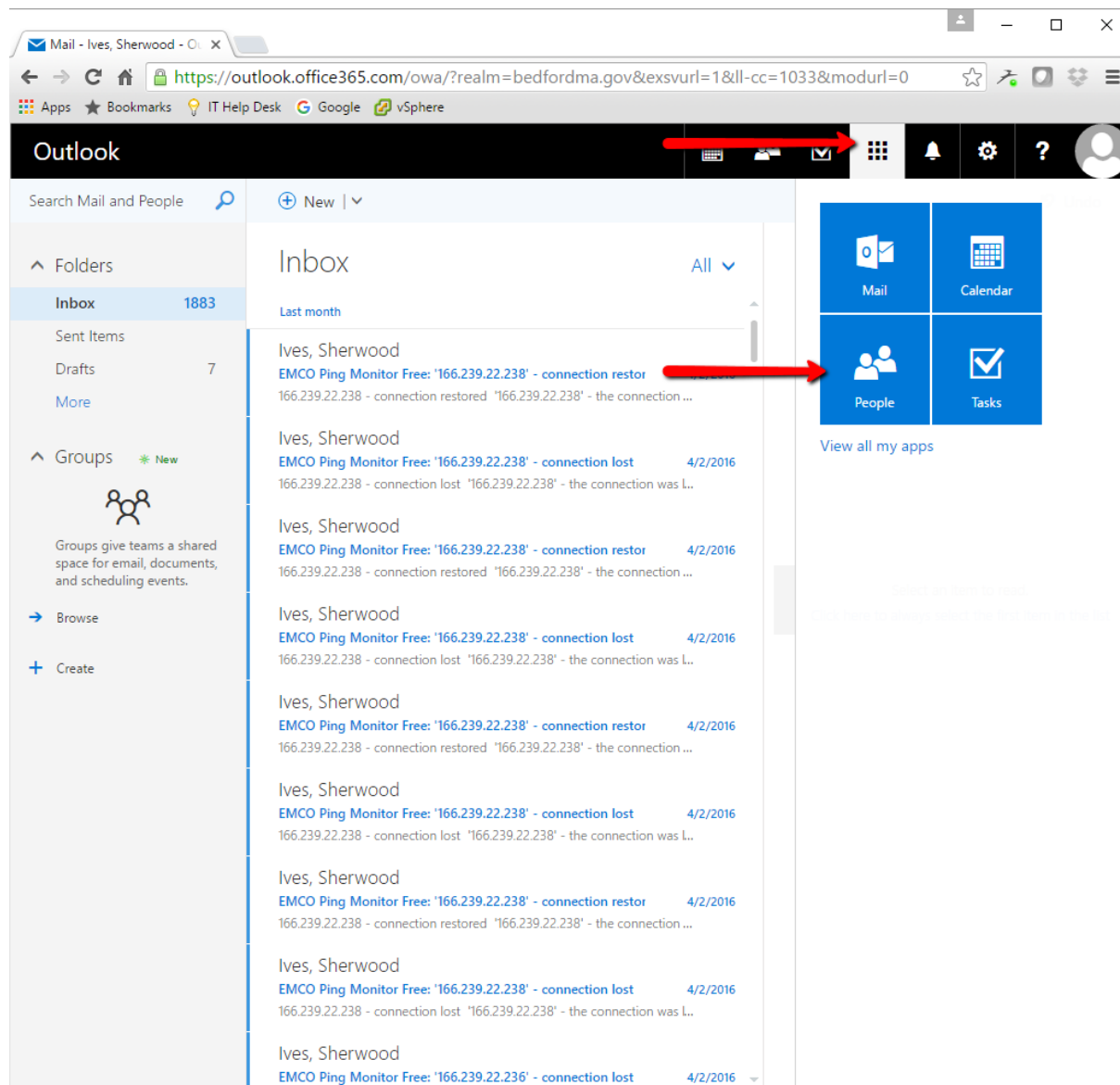
Add an Event to Your Calendar:

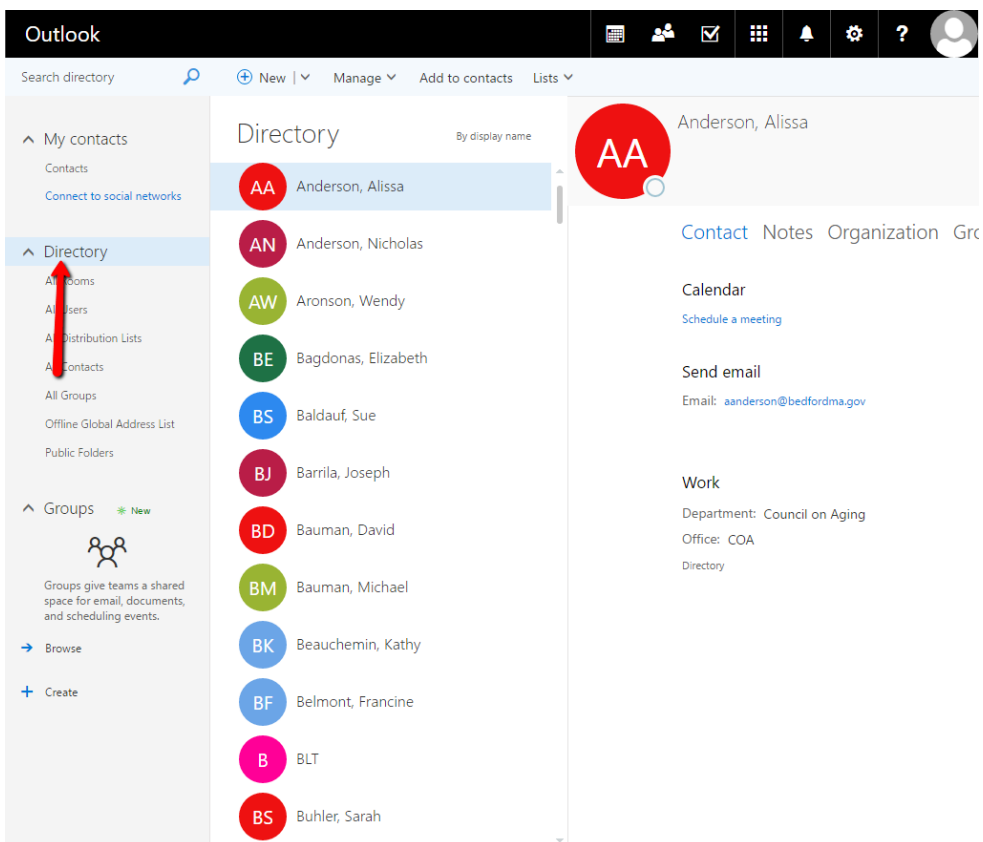
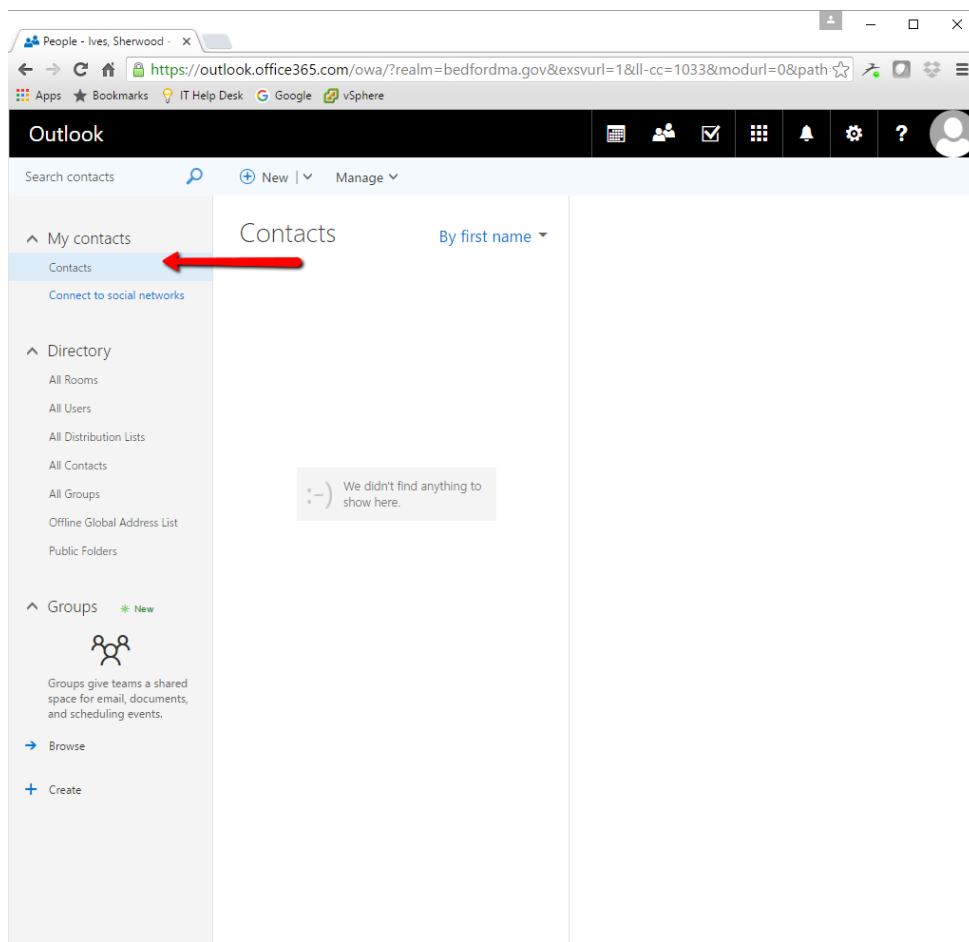
Step 1: Click on “new”, to add an event to your calendar.



Outlook Contact List:

Step 1: To browse your personal contact list or employee contact list, in your Outlook Inbox, on the top right you will see a square with 9 dots. Click this and then please select **"People"**. Once you select **"People"** you will be directed to Outlook Contact List.





Employee Contact List